

Approved For Release 1999/09/08 : CIA-RDP80-01826R000100130011-9

Office Memorandum • UNITED STATES GOVERNMENT

TO : A/Chief, Personnel Operations Division/OP

DATE: 16 July 1962

FROM : Chief, Departmental Recruitment Branch/POD

SUBJECT: Annual Report for DRB, FY 1962

1. The following statistics reflect the workload of the Departmental Recruitment Branch for Fiscal Year 1962:

a. FORMAL INTERVIEWS:	JOT	Clerical	Commo	Professional and Other	Total
Interviews	181	2007	298	2706	5192*
Recommends	63	449	70	265	847
Security Initiations	75	487	43	141	746
Entered-on-Duty. .					**

25X9A2

* Includes 225 "Special Interest" interviews referred by the following sources: 13 White House, 55 Senators, 63 Representatives, 11 high government officials of other Agencies, and 83 by high Agency officials.

** Does not include an unknown number of individuals who received an initial interview in DRB and subsequently entered-on-duty as a Contract Employee or Staff Agent.

b. INQUIRIES

A large volume of telephone inquiries and short personal interviews (not included in the above statistics) relative to employment opportunities within the Agency were completed. No workload count was maintained of these inquiries.

c. SUPPORT OF APPLICANT TESTING PROGRAM:

DRB clerical personnel participated with OTR personnel in scheduling tests, maintaining records, and escorting applicants scheduled for tests.

25X1A9a

d. CLERICAL SUPPORT:

Two full time DRB employees provided support consisting of: stenography, typing, receiving, routing and controlling mail, maintaining files and records, and receptionist services. Also, one full time OS Receptionist spent a large portion of her time providing receptionist services to DRB.

2. It is anticipated that the interview workload for Fiscal Year 1963 will be about the same as the workload for Fiscal Year 1962.

CONFIDENTIALExcluded from
downgrade
declassification